

To Be Considered

Qualified candidates are invited to submit a statement of interest, salary history and their resume detailing education completed, positions held, current salary, and special qualifications.

Resume should include ALL of the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned, and fields of study. Please enclose verification of degrees, licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

County of Los Angeles Child Support Compliance Program

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Special Information

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213)738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Social Security Act of 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may also be downloaded from the COUNTY OF LOS ANGELES website at:

<http://dhr.lacounty.gov>

Please submit statement of interest, salary history and resume to:

Lazaro Gonzalez

Department of Human Resources
Executive Recruitment
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 555
Phone: (213) 974-2786
Fax: (213) 613-4773
E-mail: DDRP@hr.lacounty.gov

DATE POSTED: JULY 19, 2010

**RESUMES RECEIVED BY AUGUST 19, 2010,
WILL RECEIVE FIRST CONSIDERATION**



THE COUNTY OF LOS ANGELES, CA Invites resumes for



**Filing Period:
July 19, 2010— Until the Position is Filled**

**Annual Salary:
\$115,008 - \$174,084**

DEPUTY DIRECTOR, REGIONAL PLANNING (UC)



The County of Los Angeles

With a population of more than 10 million people, Los Angeles County has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney, and Sheriff), the Fire Chief, the Auditor-Controller, the County Counsel, and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$22 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

The Department of Regional Planning

The Department of Regional Planning provides the necessary planning policy, review and analysis for land use, subdivision processing, general plan development and implementation in the County of Los Angeles. The Department maintains a long-range process for the physical, social and economic development of the County. It prepares the Countywide General Plan, including area and community plans. It administers zoning and land sub-division ordinances and develops and maintains an information database on demographic conditions in the County.

The current departmental budget is \$23.9 million and includes funding for approximately 189 positions.

The Position

The Deputy Director, Regional Planning reports to the Chief Deputy, Regional Planning, and assists in the overall management of the department with particular responsibility for directing, through subordinate managers, one of the major functions of the department, such as long range and community planning; subdivision approval; and zoning administration. Incumbents must exercise a thorough knowledge of a wide range of technical planning principles, as well as the principles of organizational management sufficient to plan, organize, direct, and evaluate the

work of the division. Additionally, the Deputy Director, Regional Planning must possess knowledge of all laws, ordinances, and processes pertaining to the subdivision of property, the administration of zoning ordinances, and the development of community plans. This position manages programs effecting community, area and coastal plans and ordinances. He/She prepares other ordinances addressing single zoning issues, as requested by the Board of Supervisors or the Regional Planning Commission.

The ideal candidate will be a trusted expert in the field of regional planning with the professional demeanor and confidence to advise executive staff on a broad range of related subject matters. This person will be proactive in bringing issues to the executive team's attention, possess sound judgment, and be able to multi-task and function effectively in a dynamic environment with shifting priorities.

The ideal candidate will have excellent verbal and written skills and be capable of providing advice in a clear and concise manner, and will be timely in the presentation of information. He/She must have strong leadership skills and be able to hold staff accountable.

The position is responsible for managing staff field offices, information and fiscal services, performing geographic information systems activities, general human resources-related activities and systems analysis.

Key Responsibilities

- Assists in the development of objectives, policies, and procedures for the administration of the department by participating in executive planning sessions with the Director of Planning and Chief Deputy, Regional Planning.
- Formulates division policy and plans, organizes, directs, and evaluates, through subordinate assistant administrators, the work of the division.
- Assists in directing the development of changes in organization and work processing systems, such as case processing and community plans, to consolidate functions, increase effectiveness and efficiency, enhance customer service, and reduce costs.
- Assists in the preparation of periodic reports for the Director of Regional Planning, Regional Planning Commission, and Board of Supervisors regarding identified goals, activities, and accomplishments of the department.
- Directs special surveys, studies, and investigations concerning the technical phases of planning.
- Develops and maintains liaison with public officials, various boards and commissions, other County departments, professional organizations, public institutions, and the general public in order to attain the greatest amount of cooperation for coordinated planning efforts.
- Monitors and coordinates cases related to subdivision or zoning matters or public hearings involving the preparation of community plans.
- Delivers presentations at Board of Supervisors meetings and before the Regional Planning Commission, responds on behalf of the department during public hearings and meets with community groups.

Minimum Requirements

TRAINING AND EXPERIENCE:

A Bachelor's degree in Urban Planning, Architecture, Urban Design or a closely related field and five years' progressively responsible experience in city, county, or regional planning. One year of experience must have included responsibility for formulating policy and in assigning and evaluating, through subordinate managers and supervisors, work related to land use planning, transportation policy, zoning administration or subdivision administration for a city or other geographic region with a population of at least 50,000 persons.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Master's degree in Urban Planning, Architecture, Urban Design or a closely related field.
- Member of the American Institute of Certified Planners of the American Planning Association.
- Demonstrated liaison experience with diverse community groups, private or public agencies, and planning organizations of federal, state, county, or city agencies.
- Demonstrated management skills in project development, master planning, budget administration, contract administration, and other administrative areas involved in a planning department.
- Demonstrated experience in leadership, motivation, team building, and conflict resolution. Excellent project management and presentation skills.

Compensation & Benefits

ANNUAL SALARY: \$115,008 – \$174,084

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

Retirement Plan - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee

as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (**NOTE:** Not applicable to County employees who are currently in Flex.)

Non-Elective Days - 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Flexible Spending Accounts - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Selection Process

The process for this recruitment is highly confidential and will be handled accordingly through the recruitment and evaluation phases. Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the interview process.

The names of the most highly qualified candidates will be submitted to the Director of Planning for consideration and approval.

NOTE: An extensive background investigation will be completed on the candidates invited to participate in the final selection process.

